

2013 Student Scholarship Internship Opportunity (SSIO) General Information

Scholars will have access to the database containing the Internship Opportunity positions information starting October 1, 2012 through April 1, 2013. NOAA scientists have updated previous internship positions and added new opportunities. They will continue to do so until April 1, 2013, so check the database on a regular basis.

If the scholar, contacts a Mentor not listed in the SSIO database: The scholar may contact a potential mentor directly to ask them to create a 9-week project for them in the on-line database. If the NOAA employee agrees to serve as a mentor they must complete the SSIO form on-line at <https://OedWebApps.iso.noaa.gov/ssio> and submit the completed form. The mentor is to indicate on the form or in an e-mail to StudentScholarshipPrograms@noaa.gov, the scholar's name as being selected for the internship opportunity along with the title of the project. All internship opportunities must be submitted through the on-line SSIO system. The Student Scholarship Team will e-mail the mentor and scholar approval/disapproval within 48 hours of submission to the Office of Education (OEd).

If the proposed Mentor is not a NOAA Employee: A non-NOAA scientist may serve as a co-mentor. Co-mentors who are not NOAA employees may participate and even lead the scholar's project under the guidance of a NOAA scientist. The co-mentor must work at the facility where the project tasks are being conducted, in a scientific field that is directly related to NOAA's mission critical sciences. NOAA employees may submit an Internship Opportunity (IO) on behalf of a non-NOAA scientist endorsing the 9-week project. The non-NOAA scientist must be identified on the IO Entry form.

Host Office: The host office does not enter into an employee/employer relationship with the undergraduate scholars. The host office does not need an FTE or funding allocation for the scholar. The Hollings and EPP Undergraduate scholars are merely seeking a summer project and a NOAA scientist to guide them through a discrete scientific project.

There is no cost associated with hosting an OEd scholarship recipient. Hollings and EPP scholars do not have a travel budget during the summer internship. If a mentor wants their scholar to visit another office the mentor is responsible for providing those funds. The OEd has not budgeted funds for this type of activity. However, OEd will make all the arrangements and provide transportation to and from the summer internship site.

During the summer internship the scholar will need an office, computer, printer, telephone, and access to the internet and fax machine. Scholars are not permitted to drive government vehicles.

Student's Responsibilities: Students are required to e-mail the NOAA mentor their resume prior to the site visit. The program requires that the scholar travel during their winter or spring semester/quarter break to an approved NOAA site to finalize their summer internship. The site visit (not to exceed three days) provides the student with the opportunity to meet with the NOAA scientist/mentor and other relevant staff to discuss the project in more detail. The student is also allowed time to seek housing for the summer internship during the site visit. The student will report to the NOAA approved site on May 28, 2013, to begin the 9-week summer internship. The students spend the 10th week in Silver Spring, Maryland, presenting their summer project to the scientific community.

Student Scholarship Program Objectives

The NOAA Hollings and EPP Undergraduate Scholarship Programs are designed to meet the following objectives.

1. The NOAA Hollings and EPP Undergraduate Scholarship Programs will enhance the pipeline of high quality, diverse students in fields of science, engineering, mathematics, and technology for the future U.S. workforce. The program will strongly recruit high quality students from throughout the United States, from all types and sizes of colleges and universities including Historically Black Colleges and Universities (HBCUs), Tribal Colleges and Universities, Hispanic Serving Institutions, and other Minority Serving Institutions; and from the broad range of race/ethnicity groups.
2. More specifically, the NOAA Undergraduate Scholarship Programs will enhance the number and diversity of students who graduate with degrees and experience in NOAA mission critical sciences. The program will provide opportunities for the scholars to: become familiar with NOAA's various offices and sites; become familiar with NOAA scientific and technological programs; enhance their professional development in science, mathematics and engineering areas related to NOAA's mission; continue their education in their NOAA-related field of study; and become trained as scientists, engineers, and other technical personnel for potential employment in fields related to NOAA's mission critical sciences and goals. A unique aspect of this program is that it will challenge the students to expand beyond the broad academic foundation provided by their institution and focus on research or operational issues consistent with NOAA's mission.
3. The NOAA Undergraduate Scholarship Programs will also promote interactions between NOAA and the academic community. These interactions will link NOAA's scientific and technological capabilities to those in the academic community and enhance the educational base for NOAA mission critical fields of study. By supporting scholars in this program, NOAA will increase the number of undergraduate students actively engaged in NOAA mission critical science areas of study which will enhance the educational programs in these areas offered by academic institutions. After the summer internship(s), when the scholars return to campus, their interactions with faculty and other students will help transfer knowledge and technology from NOAA to the academic community. This will support the national capability in, and commitment to, educational programs related to NOAA's mission critical sciences.

Background Information on Summer Internship: It is a program requirement for all scholarship recipients to participate in a summer internship prior to the start of their senior year. Scholarship recipients are required to select an internship at a NOAA office or facility during a 9-week summer period. All students are required to participate in a project that can be completed within 9 weeks. The 10th week is spent in Silver Spring, Maryland, at the end of the summer presenting their project to NOAA and other scholarship recipients. Students will receive a bi-weekly stipend payment from NOAA OEd for a maximum of 10 weeks. Students who report to their internship early or stay past 9 weeks will not receive a bi-weekly stipend payment beyond the 10-week time period.

The interns are not considered to be performing work or a job, rendering advisory or personal services, or providing expert advice. There is no commitment to future employment by the host organization or NOAA. Scholars are participating in the NOAA Undergraduate Scholarship Programs primarily for the experience and educational benefits they derive from conducting research in the NOAA mission sciences.

The **Hollings scholar's** summer internship is intended to provide "hands-on" multi-disciplinary educational experience in NOAA mission critical scientific, research, technological, policy, management, and education activities. The scholar will select a specific defined project with a beginning and an end under the guidance of a mentor. Hollings scholars majoring in science teacher education or policy will receive priority to participate in internships that involve public outreach or developing coursework. The mentor will be responsible for guiding and assisting the scholarship during the internship, interacting with the scholar and academic advisor prior to and after the internship to link the professional and academic experience.

The **EPP scholar's** summer internship is intended to provide "hands-on" research experience in NOAA mission critical scientific, research, and technological activities. The mentor must have a professional, scientific background, and will provide guidance to the scholar on their research project. The EPP scholar will select a defined scientific research project with a beginning and an ending under the guidance of a trained mentor. The mentor will be responsible for guiding and assisting the scholarship during the internship, interacting with the scholar and academic advisor prior to and after the internship to link the professional and academic experience.

Most summer internships begin on or about May 28, 2013, and end on July 26, 2013, for students attending colleges and universities on the semester systems. Exceptions are granted for scholars attending colleges and universities on the quarter system, who will begin their internships mid-June and end by mid-August. **Scholars may begin their summer internship before or after May 28, 2013, if the mentor approves their new start date. Upon approval by the mentor, the scholar is to send StudentScholarshipPrograms@noaa.gov an e-mail with the new internship start date.** However, all scholars will travel to Silver Spring, Maryland, on July 26, 2013, to present a summary of their project. Scholars starting their summer internships late will return to their NOAA facility to complete the remaining weeks of their internship, pending the availability of funds.

Students and mentors are required to discuss and complete a Project Plan during the first two weeks of the summer internship and submit the signed plan to the NOAA Student Scholarship Program staff. Bi-weekly Project/Research Training Reports are to be submitted to the NOAA Student Scholarship Program staff. NOAA mentors are required to conduct a mid-term assessment of the scholar and final program evaluation at the end of the summer internship.

NOAA will not approve or pay the cost for students who rent cars during the summer internship. Students are also not permitted to drive a government vehicle. NOAA recommends that students select a summer internship site where there is accessible public transportation if they do not own a car.

The program requires that every student present a summary of their summer project either orally or in poster format at NOAA Headquarters in Silver Spring, Maryland, from July 29 through August 2, 2013.